



May 8, 2026

Meeting Notice
Village Council Meeting As
A Committee of the Whole
May 12, 2026
6:30 p.m.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page. Please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, May 12, 2026, at 6:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the April 14, 2026, Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. Relining Sewer
 1. **Supporting Information** – Memo (Exhibit A)
- VI. Traffic Study
 1. **Supporting Information** – Memo (Exhibit B)
- VII. Employee Benefits Discussion
 1. **Supporting Information** – Memo (Exhibit C)
- VIII. Discuss Planning Commission Sidewalk Letter
 1. **Supporting Information** – Draft Letter (Exhibit D)
- IX. Presentation on Potential of Reinstating the Design Review Board
 1. **Supporting Information** – None, this will be a preliminary discussion.
- X. Citizen Comments
- XI. Consider Other Business as Appropriate Under the Village Charter
- XII. Adjourn

**Village of Whitehouse
Village Council Meeting As A
Committee of the Whole
Village Hall, Whitehouse, OH
6:30 April 14th, 2026**

CALL TO ORDER – ROLL CALL

Meeting called to order at 6:30pm by President of Council Steve Fine.

Council Members Present: Dave Riggenschach, Carrie Tuohy, Joe Bublick, Larry Yunker and President of Council Steve Fine

Council Members Absent: Louann Artiaga

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Public Works Director Mike Hill, Fire Chief Jason Francis, Police Chief Allan Baer and Clerk of Council Nicole Hartbarger

Guests Present: Joe Carter – Adventure Distilling

Motion by Councilman Riggenschach, seconded by Councilman Bublick to approve the minutes of the March 10th, 2026 Committee of the Whole meetings. 5 ayes

CITIZEN COMMENTS ON COMMITTEE OF THE WHOLE AGENDA ITEMS

Council President Fine asked if there were any citizens present to comment on the Committee of the Whole agenda items. There were none.

GENERAL

DORA

Administrator Daugherty shares a brief history – about five years ago idea of DORA was presented, the Council group at that time was 50/50 split on the idea and asked for research to keep happening. Around two years ago this was re-introduced, staff got the go ahead to do more detailed research; they researched many other local DORA's – Solicitor Heban is familiar with these and the process. Staff have reviewed what the layout would be of the DORA, suggesting to expand through the commercial area and up through the small quarry area. Map presented has been reviewed and approved by staff and department heads. Hartbarger shares timeline; what is being presented now is a draft plan. Administration will present an official plan, then there is a 45-day waiting period to allow citizens to review the plan and share their comments with elected officials. After the 45 days, there is no sooner than 30 and no later than 60 days for an ordinance to be created and Council decides whether to adopt the plan or not. After this ordinance step staff would submit to the State of Ohio. During the 30-day ordinance period the public would have the ability to share comments as well. Hartbarger introduces Joe Carter from Adventure Distilling who has been instrumental in researching this topic and helping with plans. Riggenschach asks about previous discussions with moving the children's park area – if this is moved would it then be easy to change the specific area where the shelter house is to be included in the DORA. Hartbarger shares the ability to move or update the map is there, but it would go back through the full process just like with initial set up. Tuohy comments on this being passed as an ordinance but back when the marijuana topic was brought up it was put through the voting/ballot process to allow the public to make the decision. Riggenschach comments a motion would have to be made to make this a ballot issue instead of just being pushed through as an ordinance; this is what Council did on the marijuana topic.

Yunker asks about cup being taken into other businesses – what does this mean. Hartbarger confirms drinks must be consumed from one establishment before going into another DORA establishment. Yunker asks about restrictions of going into another non-beverage establishment – Hartbarger confirms that this is a decision that would be made by the non-beverage business. Hartbarger shares this was, at a high level, run by downtown businesses and it was overwhelmingly positive support; of the 23 polled only had one business that was not supportive; this business bounced back and forth between neutral and not supportive but biggest concern was any trash issues this might create. Other neutral businesses were concerned with cups, are they provided by the Village or would the business have to have that expense. Carter shares that three neighboring municipalities did have same concern with sanitation, but it has so far been a non-issue with Maumee, Perrysburg, etc. Fine asks about the boundary in the park – how do you designate the long boundary that is shown on the map; Hartbarger shares a QR code and/or map is displayed in the beverage establishment along with signs marking the boundaries. Baer confirms he talked with peers who have a DORA and there have been no issues with any disorderly conduct or uptick in these types of issues. Tuohy comments the park should be red where the kids are playing but asks should the rest be green especially when considering Cherry Fest location. Hartbarger feels this lines up with enough area for summer concert series. Yunker asks about organizations who have hosted beer gardens – Hartbarger says even if the DORA is covering area the beer garden vendor could still participate, possibly without needing the fence. Carter talks about pulling liquor licenses and how public drunkenness is still illegal.

Hartbarger reviews cups that would be purchased and used for the DORA. The state has requirements that need to be listed on the cup including the DORA time, rules, etc. Daugherty comments possibility of different hours for different days; Riegenbach comments he would like more consistency with the hours to avoid a lot of necessary education but will follow any recommendation. Yunker asks about other community's hours; Hartbarger shares that it varies between the local ones near us. Hartbarger confirms the hours would be on the final plan submitted to Council and then eventually the State. Carter comments on events that have now come out of these other municipalities because of the DORA's that have been set up; feels that having a larger area could allow for similar events here for Whitehouse residents.

Fine asks Council about having staff begin the process of presenting a final plan. Riegenbach comments he is ready for this process. Tuohy asks that it be shared to allow for residents to ask their questions; Tuohy would rather have the final plan so it can be shared and does not want half information. Fine asks Hartbarger if there was any conversation with residents that have lived here for a long time; he has followed up with residents and does hear a lot of support for this. Elected officials do have the final authority in the 30-60 days period to approve or not. Fine asks if once the plan is put together on paper, go through the 45 days, does the clock start over if any changes are made; Hartbarger confirms yes that is his understanding.

Daugherty comments staff wants to move as efficiently as possible. Asks if Council wants to see this again, Riegenbach comments wants to see an official plan as soon as possible – Hartbarger shares this is the official plan now with the hours updated. Daugherty confirms only adjustment is the hours; Council agrees.

Motion by Councilman Riegenbach, seconded by Councilwoman Tuohy to proceed with the presented DORA plan, including the update to the hours. 5 ayes

New Medic Unit

Chief Francis reminds all that back in January capital improvement plan was presented at a high level. Now he has more detailed, proposed phases and what those purchases include. Letter was

included in the packet. Asking to go out to bid for first phase, Riggenbach suggests approving all three phases so Chief can go to bid without needing additional motions.

Motion by Councilman Riggenbach, seconded by Councilman Bublick to authorize all proposed phases as presented. 5 ayes

Daugherty comments Council will have to award the successful bid, and the budget will have to be amended to include the funds that will be used for this purchase.

Park and Street Rules for E-Bikes

Chief Baer comments the community is experiencing some issues with e-bikes. This is not just local but a state and national problem. There have been several incidents of near misses; not the e-bikes themselves, but the actual behavior of the operators of the e-bikes. Baer shares that the department has been involved with AW schools, talked with parents, talked directly with the e-bike riders. Class-3 are being bought unknowingly for kids who are not old enough to use these. All officers have had to stop kids due to riding class-3 bikes which are not allowed on the street along with stopping kids because of the inappropriate e-bike behavior. Baer comments it is getting to the point of possibly needing a revised code enforcement. He shares this is a last resort, but there have been a lot of complaints. Making Council aware of the possibility of citing juveniles if it gets to that point, looking for support with this last resort. Not asking for anything specifically related to ordinances ORC 373.05 but may need to clean up the language, small updates, in the future.

Tuohy asks about not riding them to school; Baer comments this would have to be a decision made by the schools. Baer wanted to share the heads up in case of complaints coming in if more ORC enforcements are being made. Fine asks about other communities and their communications; Baer comments Whitehouse is doing very similar communications as other communities. Fine asks about illegal bikes at the school, Baer shares that SRO's do try to track those students down and make them aware.

Sidewalks

Administrator Daugherty shares there has been some momentum on this topic, wants all on the same page. Hartbarger shares the map; this is a living plan, being updated as needed.

Riggenbach shares he does not want Planning Commission to be able to waive the requirement of sidewalks. Daugherty comments the Planning Commission can, in the plat approval, accept variances; most recent example was The Preserve. Developer proposed a deviation, needed variances; but wanted to create a different feel for this development. Fine comments he was not involved in this development but knows there is a swale there, with dedicated green space, etc. which was part of the request for the sidewalk deviation. Tuohy comments if not a standard R-2 lot it should be approved by Council. Fine asks about sidewalks only or all variances, Riggenbach and Tuohy comment sidewalks only, not every single variance. Daugherty comments that he understands from Heban, Council already has that veto ability. Fine asks Daugherty if there are any concerns about changing the ordinance so the sidewalk variance would come to Council. Daugherty confirms it is a good idea to make sure Planning Commission understands Council's wants and intentions regarding sidewalks. Fine confirms with Daugherty about having staff notify Council that a sidewalk issue is being presented to Planning Commission. Riggenbach suggests drafting a letter to Planning Commission to make them aware of the current Council's wishes regarding sidewalks.

Fine suggests asking staff for recommendations on time available for updating and putting in sidewalks. Council agrees with this; asking how much funding would be needed to make a difference in the sidewalk plan, along with the availability of Public Works staff to put these in.

Yunker asks about the map, there are some sections where proposed sidewalks are on both sides of street along with others on just one side of the street; Hill created the map, there are some areas where crosswalks allow for just the one side of the street. Riggensbach suggests focusing on school areas and areas with more dense population. Fine confirms map is part of the sidewalk master plan, does the master plan need to be updated to include the updated map. Daugherty comments it is a living plan so the updates can be made. Fine confirms three points that were previously discussed and wants to keep these as a focus. Yunker asks about sidewalks going to apartments on Andover Court – Hill shares it was an oversight, if not showing on Field Avenue. Daugherty confirms, Council is directing him to draft a letter to be sent to Planning Commission; Council confirms yes.

Survey Question(s) Regarding Village Park

Fine shares it was discussed at last Council meeting about a possible Parks Commission and adding park questions to the survey going out to residents. Three questions regarding the park: how satisfied with the park 0-5, how can the park be updated - open ended question, and would you be willing to serve on a committee to help develop a master plan of park. No concerns from Council about these questions. Tuohy comments fighting to get people to respond; those who wanted to be contacted last time did not ever return calls from Council. Suggesting that this needs to be very short and concise; wants to stay in same guidelines as last time to hopefully get as many responses as possible.

Summer Meeting Schedule

Daugherty comments this topic was mentioned at previous Council meeting. Last year in July there was one Council meeting, no Committee of the Whole. He shares that a lot of communities have a summer schedule; June and July down to one Council meeting. If this is something Council wants to move forward with staff will work on coordinating bill pays, etc. to make this work. Riggensbach asks what the minimum number of meetings would be necessary; Daugherty says one but confirms Council does reserve the right to call a special meeting if necessary. Fine asks preference on Council meetings for summer; one or less is agreed on. Riggensbach asks about timing; Daugherty confirms the first Tuesday of the month is better to have; he says we do need one each month to be able to approve the bills. Example, June 2nd yes, June 16th no – if only doing one in June. Example July 7th yes, July 21st no – if only doing one in July. Riggensbach asks if Council would be good with one meeting June, July and August. If need to come back to regular in August, the two months would be great. Yunker brings up tight timeline with the DORA topic; he asks staff to keep an eye on the timeline and requirements for DORA. Fine confirms one Council meeting a month June, July and August. Last year July Committee of the Whole was skipped but had June and August; looking to do the same this year.

CITIZEN COMMENTS

Council President Fine asks if there are any citizen comments to be heard.

Chief Baer shares that staff appreciates the one Council meeting per month in the summer. Chief asks about the possibility of earlier meetings, starting at 5:30pm or 5:45pm. Other local municipalities use this earlier time. Fine asks for thoughts on this request. Yunker concerned could cut out a portion of residents who might attend if it is too much earlier. Riggensbach supports earlier. Daugherty comments Council's in the past have talked about this, concern was for residents attending at that time as well. He comments that the Village does offer recorded meetings and live access through teams. Shares that 5:30pm makes sense. Fine suggests bringing up at Council meeting with Mayor and Artiaga for their input.

OTHER BUSINESS

Council President Fine asks if there is any other business to discuss from Council members.

Tuohy asks about previously talking about pay scale for fire and police and getting them closer to where they need to be when we become a city. Fine comments he believes remembering talking about wanting to look at comparable compensations. There was the 2% one-time pay that gets them closer. Daugherty confirms it was talked about but did not determine if that was going to be an internal study or send that out for help. Tuohy looking for progressive, gradual increase instead of all at once when city status is here. Daugherty comments can split the difference and reach out to colleagues who have done wage studies, along with internal review.

Joe Carter shares he was voted on to the board of the chamber of commerce back in February. They are reorganized after splitting off from Springfield and Holland. Trying to visit some of the Council meetings in the area – looking for anything being brought back to the chamber that he can take back. Riegenbach refers to survey that was done recently, answers to questions that are being asked could be helpful topics for the chamber to review.

ADJOURNMENT

Motion by Councilwoman Tuohy, seconded by Councilman Riegenbach to adjourn the meeting at 8:17pm. 5 ayes

Respectfully submitted by Nicole Hartbarger, Clerk of Council



WHITEHOUSE - OHIO

Mike Hill
Public Service Director

MAYOR
RICHARD BINGHAM

COUNCIL
LOUANN ARTIAGA
JOSEPH BUBLICK
STEVE FINE
DAVE RIGGENBACH
CARRIE TUOHY
LARRY YUNKER

MEMORANDUM

TO: MAYOR AND VILLAGE COUNCIL

FROM: MIKE HILL, DIRECTOR OF PUBLIC SERVICE

SUBJECT: SANITARY SEWER MAINLINE REHABILITATION
FUNDING UPDATE AND NEXT STEPS

DATE: MAY 6, 2026

Background

This memorandum provides an update on the Sanitary Sewer Mainline Rehabilitation project for Centerville St., Shepler St., Lenderson Ave., Weckerly Dr., and Logan St. The engineer's estimated project cost (2024) is \$1,053,456.00. Currently, staff is evaluating three funding options.

Funding Options Under Consideration

1. Ohio EPA – Water Pollution Control Loan Fund (WPCLF): The Village applied for and was approved for a 20-year low-interest loan in the amount of \$1,200,000.00. The interest rate fluctuates month-to-month but is typically between 2% and 4%.
2. Federal Appropriations: The Village has also applied for federal appropriations funding through Senator Bernie Moreno's and Representative Marcy Kaptur's offices. At this time, there is no timeline for award notification or confirmation that funding will be received.
3. 2026 Sewer Capital Project Appropriation: The project is appropriated in 2026 as a Sewer Capital Project for \$1,300,000.00, with funding proposed from Income Tax A and the General Fund.

Next Steps

Upon receiving notification regarding the federal appropriations request, staff will return to Council with an updated funding recommendation so the Village can proceed with the project in the most advantageous manner.

Requested Council Action

No action is requested at this time. Staff will request Council approval of the preferred funding option once federal funding status is known and final project financing can be confirmed.

Mike Hill



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Mike Hill
Public Service Director

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MEMORANDUM

TO: MAYOR AND VILLAGE COUNCIL

FROM: MIKE HILL, DIRECTOR OF PUBLIC SERVICE

SUBJECT: REQUESTED COUNCIL DIRECTION
TRAFFIC STUDY SCOPE AND DELIVERABLES

DATE: MAY 1, 2026

I have consulted with a traffic engineer regarding a traffic study for roadways that may be affected by the development proposed by Mr. Charlie Grass, including connections to Waterville St., Centerville St., and Oak Brook Dr. via West St. and Temperance St. To obtain an accurate cost estimate, I am requesting Council direction on the study's scope and desired deliverables.

Potential study elements

- Speed analysis
- Operational analysis
- Traffic volume counts
- Movement/pattern analysis
- Pedestrian and bicycle activity review
- Effects of traffic from development on existing subdivisions.

Potential deliverables

- Recommendations for additional signage
- Engineered speed-management measures
- On-street parking analysis
- Pedestrian-crossing evaluation

Please advise what specific questions you would like the study to answer and what outcomes you would like it to provide.

Mike Hill



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OFFICE OF ADMINISTRATION

Jordan D. Daugherty, CAO
Municipal Administrator

MAYOR

RICHARD BINGHAM

COUNCIL

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May 7, 2026

To: Village Council and Mayor
From: Jordan Daugherty, Municipal Administrator
Re: Consideration of New Employee Benefits

In response to the employee survey from last year, the Mayor brought forth a few items mentioned in the results. During Tuesday's meeting, Village Council is asked to consider the following potential benefits:

Adjust Personal Time Off Available to 24 Hours:

The purpose is self-evident-to provide open additional paid time off outside of sick time and vacation. For the Administration and Public Service Departments, this potential benefit should not result in additional cost. Generally speaking, when an employee in these departments take time off, there is no need to bring someone else in to cover. This is not the case with Police and Fire/EMS. When an employee in these departments take time off, someone else needs to be called in. Usually, this results in additional overtime but sometimes a part-time employee can come in. The estimated cost of adding this benefit is \$18,000 per year.

Vacation Schedule Change:

Currently, our schedule is as follows:

After 1 year (Class E + F)	1 Week
After 1 year (Class A - D)	2 Weeks
After 2 years (Class E + F)	2 Weeks
After 8 years (Class A - F)	3 Weeks
After 12 years (Class A - F)	4 Weeks
After 20 years (Class A - F)	5 Weeks

A few comments in the survey results centered on accelerated vacation accrual rates as a means of being more competitive with other employers, especially those who pay more than the Village. While no schedule was proposed, Council could consider the following for discussion:

Within 1 st year (All)	1 Week (pro-rated)
After 1 year (All)	2 Weeks
After 5 years (All)	3 Weeks
After 10 years (All)	4 Weeks
After 20 years (All)	5 Weeks

Expanded Merit Service Payment:

Another item mentioned in the survey results was adding all part-time and volunteers to the merit service payment. Currently, our ordinance reads:

An annual payment, based upon merit services, is hereby initiated for Class A through E [full-time] employees completing five (5) years of service to the Village of Whitehouse as of December 1st of each year. An award of between Sixty Dollars (\$60.00) and Eighty Dollars (\$80.00) shall be made to said employees on an annual basis on such terms and conditions to be determined annually by Council. Said award shall be established upon a motion of Council. An annual payment, based upon merit services, is hereby instituted for Class F employees completing five (5) years of service to the Village of Whitehouse as of December 1st of each year. An Award of between Twenty Dollars (\$20.00) and Thirty-Seven Dollars and Fifty Cents (\$37.50) shall be made to said employees on an annual basis on such terms and conditions to be determined annually by Council. Said award shall be established upon a motion of Council.

Historically, Council has awarded \$75 per year to Classes A-E (full-time employees) and \$37.50 per year to Class F (regular part time employees). In the last two years, Council has given all full-time employees a flat \$100 for those with one to four years of service. We have not had any Class F employees for several years. Recently, members of Council suggested that we consider expanding the program to all part-time and volunteer employees. Though no specific terms were mentioned, below is an option to stimulate discussion.

Possible Expanded Merit Service Payment:

One simple change would be to replace the Class F provision in the current ordinance to include all part-time and volunteer employees. If that were done, the estimated cost of the program this year would be \$8,000.

Increase Public Service Department Water and Sewer License Rate

Our current pay scale offers two different \$.25/hour increases for employees with Water Operator Class I and Wastewater Collections Class I. Employees with either of these licenses are highly coveted and, as a result, municipalities often compete for them. A suggestion would be to increase both rates to \$1.00/hour.

I am in the process of learning what some surrounding communities are doing with similar benefits. I will have that information ready to discuss at the meeting.

Respectfully,

Jordan D. Daugherty
Municipal Administrator



WHITEHOUSE · OHIO

OFFICE OF ADMINISTRATION

Jordan D. Daugherty, CAO
Municipal Administrator

MAYOR

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May 8, 2026

To: Whitehouse Planning Commission
Subject: Request for Adherence to Sidewalk Requirements in New Developments

Dear Planning Commission members,

On Council's behalf, I write you to request help in addressing concerns on a future planning and development issue. Historically, as you may know, we have done a good job of complying with the Village's code which require sidewalks in new residential and commercial developments. At times, however, we allow a development's approval without adhering fully to this requirement. This has resulted in issues with poor walkable connectivity, often requiring the Village to bear the responsibility of constructing needed sidewalks. To be clear, Council is not implying any fault. Rather, they ask for your help when considering any future development plans. Specifically, Council asks that the Planning Commission require adherence to all existing requirements related to the installation of sidewalks in new developments, both residential and commercial, within the Village of Whitehouse. Additionally, to further enhance accessibility throughout the Village, Council urges construction of multi-use trails where practicable.

As our community continues to grow, it is essential that we maintain a thoughtful and forward-looking approach to planning. Sidewalks are not merely aesthetic additions; they are a critical component of public safety, accessibility, and long-term community value. Properly installed and connected sidewalk systems support pedestrian mobility, enhance neighborhood connectivity, and provide safe routes for children, families, and residents of all ages.

Inconsistent application or waiving of sidewalk requirements can lead to disjointed infrastructure, increased safety risks, and long-term costs associated with retrofitting or correcting deficiencies. It also creates an uneven standard for developers and residents, which may undermine confidence in the planning and approval process. By maintaining a disciplined and consistent approach, the Village can continue to support safe, walkable, and well-connected neighborhoods that enhance quality of life and protect long-term property values.

Thank you for your thoughtful consideration of Council's request. They appreciate your service and commitment to the responsible growth of our community.

Sincerely,

Jordan D. Daugherty
Municipal Administrator